





# Rules and Regulations

## **Community Center**

1. Each event coordinator is responsible for his/her own set-up and clean-up for their event. Failure to do so results in a fine. The janitorial closet has trash liners, a vacuum, and a mop. Remove trash to the outside dumpsters and replace the bags.
2. The key to the Community Center is to be picked up and signed out of Town Hall and returned immediately following the event. If Town Hall is closed at that time, please enclose it in an envelope and drop in "Water Payment" Box. To check a key out, there will be a \$5 deposit, which will be returned to you once the key is checked back in to Town Hall.
3. Keys will be checked out no more than 48 hours in advance and must be returned no more than 24 hours following the event.
4. Anytime the facility is not in use, the outside doors **MUST** be locked. Please double-check that all doors are securely closed and locked before leaving the facility.
5. Be considerate of other groups using different rooms in the facility. The walls are not sound proof and there will be times events may overlap in various rooms of the facility.
6. Items left in the kitchen or storage space must be clearly marked with group name and date. Once your event is complete, please remove all items.
7. No alcohol is permitted without a liquor permit. Permits can be obtained by a non-profit group or a political party.



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## **Parks**

1. No alcohol is permitted on Town Property without a liquor permit. Permits can be obtained by a non-profit group or a political party.
2. Have your permit present at your event to eliminate any debatable issues about Park rental.
3. Please clean up all trash.
4. Use of the park shall be conducted in such a manner that creates minimal amounts of noise and disturbance to residents near the park.
5. There is no swimming or wading allowed in Town Lake (McPhelemy Park).
6. Public Parks are open daily from 5:00am to 11:00pm.
7. Dogs must be kept on-leash and owners must clean up and discard properly of any dog waste.